



# City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Susan Sample, Mayor  
Bob Kelly, Mayor Pro Tem  
Burt Ballanfant, Councilmember  
Brennan Reilly, Councilmember  
Mardi Turner, Councilmember

## **STAFF**

M. Christopher Peifer, City Manager  
Alan Petrov, City Attorney  
Thelma Gilliam, City Secretary

## **City Council Meeting Agenda**

**Notice is hereby given of a regular meeting of the City Council of West University Place** to be held on **Monday, May 22, 2017** beginning at **6:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items.

Note: All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

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### **CALL MEETING TO ORDER**

Agenda items are as follows:

Call to Order  
Pledge of Allegiance  
Matters related to the notice of this meeting

#### **1. Public Comments**

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed. Speakers are advised that comments cannot be received on matters which are the subject of a public hearing once the hearing has been closed. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

#### **2. Comprehensive Plan Ordinance**

Matters related to the second reading of an ordinance amending the Comprehensive Plan of the City of West University Place. *Recommended Action: Approve ordinance on the second and final reading.*  
**Mr. Dave Beach, Public Works Director** [see Agenda Memo 2]

#### **3. Future Agenda Items**

Matters related to future agenda items. *Recommended Action: Discuss and take any desired action.*  
**City Council** [see Future Agenda Items List]

**4. Consent Agenda**

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

**A. City Council Minutes**

Approve regular City Council Meeting Minutes of May 8, 2017 and special City Council Meeting Minutes of May 16, 2017. *Recommended Action: Approve Minutes.* **Ms. Thelma Gilliam, City Secretary**

**B. Friends of WUP Parks Fund, Inc. Appointment**

Matters related to adoption of a resolution appointing Kelly Beth Hapgood to Position 14 of the Friends of West University Parks Parks Fund, Inc. *Recommended Action: Approve resolution appointing Kelly Beth Hapgood to Position 14 of the Friends of West University Parks Fund, Inc.* **Thelma Gilliam, City Secretary** [see Agenda Memo 4B]

**5. Adjourn**

**In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheel chair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.**

I certify that the attached amended notice and agenda of items to be considered by the West University Place City Council on May 22, 2017 was posted on the Municipal Building bulletin board on May 18 2017 at approximately 4:00 o'clock p.m.

(SEAL)



Thelma A. Gilliam, TRMC, City Secretary

**AGENDA MEMO**  
**BUSINESS OF THE CITY COUNCIL**  
**CITY OF WEST UNIVERSITY PLACE, TEXAS**

<b>AGENDA OF:</b>	May 22, 2017	<b>AGENDA ITEM:</b>	1
<b>DATE SUBMITTED:</b>	May 18, 2017	<b>DEPARTMENT:</b>	Public Works
<b>PREPARED BY:</b>	D. Beach PW Director	<b>PRESENTER:</b>	D. Beach, PW Director R. Wilson, ZPC Chair
<b>SUBJECT:</b>	<b>Comprehensive Plan Ordinance</b>		
<b>ATTACHMENTS:</b>	<b>Proposed Ordinance and Final Report from the Zoning and Planning Commission.</b>		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

The City Council requested the Zoning & Planning Commission (ZPC) to review and update the City's Comprehensive Plan (Comp Plan) which last updated in 2000. The ZPC in conjunction with the City's consultant Kendig Keast Collaborative have been working on the update since the fall of 2016.

The Comp Plan is the official document adopted by the City Council to serve as a policy guide for decisions related to the physical development within the City. The Comp Plan dictates public policy in terms of transportation, utilities, land use, recreation and housing and requires periodic updates to remain relevant in meeting the needs of the community.

In September and October, the ZPC and Kendig Keast Collaborative held a series of small group sessions and town hall meetings to solicit input and feedback from residents. Approximately 30 residents participated and the City also received 110 responses to a survey posted online.

The ZPC and City Council met in a joint public hearing on April 24 to consider any information from the public regarding the proposal. The ZPC met immediately following the public hearing and approved three minor changes to the initial report. Two of the changes removed wording (Article II Historical and Article X Recycling & Energy) and the third change added language about working to limit visual clutter in the ROW (Article VII Public Utilities & Facilities). The ZPC approved the final recommendation and report to City Council on April 24, 2017.

The City Council held their first reading of the Ordinance on May 8 and approved the ordinance with one change to Section 4.02(c) which added "noise control."

**RECOMMENDATION**

The Zoning and Planning Commission and staff recommend that City Council approve the second and final reading of the ordinance amending the Comprehensive Plan.

**City of West University Place  
Harris County, Texas**

Ordinance No. \_\_\_\_\_

**AN ORDINANCE ON A PROPOSAL TO AMEND THE COMPREHENSIVE PLAN OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS; PRESCRIBING PROCEDURES AND NOTICES; CONTAINING FINDINGS AND OTHER PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY.**

WHEREAS, the City Council and the Zoning and Planning Commission ("Z&PC") of the City of West University Place, Texas ("City") have held a joint public hearing on a proposal to amend the Code of Ordinances of the City;

WHEREAS, the Z&PC has made a final report to the City Council with respect to such proposal, which report is attached as Exhibit A and made a part of this ordinance; and

WHEREAS, the City Council has considered the report of the Z&PC as well as the City's Comprehensive Plan, and City Council formally approves and adopts the report of the Z&PC; and

WHEREAS, all notices, hearings and procedures relating to amending the Zoning Ordinance, as may be required by law, the City Charter or the Zoning Ordinance, have been duly given, held and followed, and the City Council has jurisdiction to amend the Zoning Ordinance as provided herein;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE:**

**Section 1.** The City Council officially finds, determines, declares and adopts all of the matters set out in the preamble of this ordinance, and the Code of Ordinances and Zoning Ordinance are hereby amended as recommended by the Z&PC, according to the Z&PC's final report in Exhibit A, which is attached and made a part of this ordinance for all purposes.

**Section 2.** All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

**Section 3.** If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this ordinance to any other persons or circumstances, shall be affected thereby.

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**Section 4.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof. The City Council officially finds, determines and declares that sufficient notices of the joint public hearing were given, and the City Council ratifies, approves and confirms such notices, including the contents and the method in which they were given.

**Section 5.** This ordinance shall become effective on the tenth day following its publication, as provided in the City Charter.

**CONSIDERED, PASSED, AND APPROVED** on first reading on \_\_\_\_\_,  
20\_\_\_\_.

**CONSIDERED, PASSED, AND APPROVED** on second reading, **AND SIGNED**, on  
\_\_\_\_\_, 20\_\_\_\_.

**Attest:** \_\_\_\_\_  
City Secretary

**Signed:** \_\_\_\_\_  
Mayor

Recommended:

\_\_\_\_\_  
City Manager

Approved as to legal form:

\_\_\_\_\_  
City Attorney

*Exhibit A*

**Zoning & Planning Commission**  
City of West University Place, Texas  
3800 University Boulevard  
West University Place, Texas 77005

April 24, 2017

Honorable Mayor &  
Members of the City Council  
City of West University Place  
3808 University Boulevard  
Houston, Texas 77005

Subject: Final report on a proposal to amend the Code of Ordinances, by adopting a proposed Comprehensive Plan.

To the Honorable Mayor  
& Members of City Council:

The Zoning & Planning Commission of the City submits this report on the subject proposal for the assistance of the Council as well as other interested persons.

Scope of Proposal. The purpose of this proposal is to amend the City's existing Comprehensive Plan. The recommended amended plan is attached to this report. In general, the intent is to update and augment the existing plan without major changes.

Public Hearing. A public hearing with members of City Council was held on April 24, 2017 where members of the public were encouraged to make commentary regarding the proposals. Both the ZPC and City Council continued the public hearing until the next meeting.

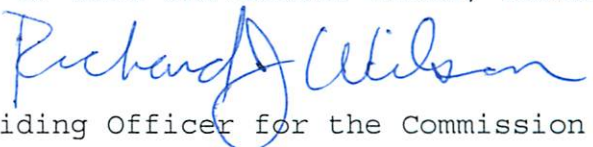
Recommendation. Based on the review given this proposal so far, the Commission: (i) finds that the proposal, if adopted, would be in the public interest and consistent with the Comprehensive Plan, (ii) finds that the proposal reasonably addresses circumstances which have arisen since the last comprehensive revision of the zoning ordinance, (iii) makes its final recommendation favorable to the proposal, and (iv) recommends that City Council adopt the proposal.

The Vote. The vote on approval of this report was as follows: Wilson, McEnany, Kuykendall, Cutrer, Tsai, Jensen and Higley voted "aye"; there were 0 "noes."

Respectfully submitted:

ZONING AND PLANNING COMMISSION OF THE  
CITY OF WEST UNIVERSITY PLACE, TEXAS

By:

Richard Wilson

Presiding Officer for the Commission

## **APPENDIX D - COMPREHENSIVE PLAN**

As adopted by City of West University Place **Ordinance No. \_\_\_\_**, passed on second and final reading May 22, 2017.

### **Article I. - PURPOSE**

#### **Section 1.01. - Introduction.**

The Comprehensive Plan, hereafter referred to as the "Plan," is designed to promote the general health, safety, and public welfare of the residents of West University Place. Its purpose is to guide the long-range development of the City and good government. The Plan is a policy document to be used as a framework for implementing community goals and objectives and a guide for decisions involving capital improvements, zoning and subdivision matters, neighborhood safety, community appearance, regulatory issues and other matters of similar importance. Unless otherwise specified by the City Charter, the relationship between this Plan and the City's various development regulations is defined by separate ordinance. That ordinance, which is codified in Chapter 1 of the City's Code of Ordinances, also provides standards for determining the consistency required between this Plan and development regulations and establishes procedures for adopting and amending a comprehensive plan.

#### **Section 1.02. - Mission Statement.**

Inasmuch as the City is almost completely developed and most of its land area is devoted to single-family residential uses, the Plan's goal is to maintain and encourage the traditional single-family residential character of West University Place as a friendly, safe, economically stable and attractive community. It is also intended to minimize any adverse effects of non-residential development and uses. Maintaining a strong sense of neighborhood and community are fundamental priorities, as is preserving the mature tree canopy that is a signature element of the community's character and image. Crime prevention and residential security should remain a prime focus of municipal government. To the extent it can, the City should also safeguard the community against external factors that can affect residents' quality of life, such as intensive development and redevelopment in adjacent jurisdictions, major street and infrastructure projects by other public agencies, and lingering blight removal and revitalization needs in the vicinity of West University Place.

### **Article II. - HISTORICAL**

West University was created from an area of swamp land west of Rice University off Old Spanish Trail. In 1912, the governor of Tennessee, Ben Hooper, bought 750 acres for a community of country homes outside the City of Houston. The area was advertised as an exclusive neighborhood, but it was not initially popular. Most of the first residents were families who moved to Houston so the men could work at Rice University as professors. Many publications advertised West University Place as an attractive cozy neighborhood. Development began in the early 1920's. The area was described by many as a virtual treeless prairie. In the Second Addition of West University Place, the builder tried to make the area seem more prestigious by naming the streets after colleges and universities. Many of the original homes were two-story structures, small cottages, and bungalows. A rural-like atmosphere derived from numerous fruit, flower and vegetable gardens. West University Place was incorporated in 1924 with approximately 40 families. Incorporation brought higher taxes, a city hall, fire station, street improvements with curbs and gutters, and organized police and fire protection. As a Home Rule Charter city, the municipality has a Council-Manager form of government. Since the 1980's, West University Place has experienced significant private urban development. Many of the original bungalows and cottages have been replaced with large two-story custom-built homes.

### **Article III. - DEMOGRAPHICS**

#### **Section 3.01. - Population Trends.**



- (a) The population of West University Place was greatest in the 1950's when the count peaked a bit over 17,000. A low of 12,010 was reached in the 1980's. The last census count in 2010 showed 14,787 residents and 5,548 housing units.

**Demographic Indicators for West University Place (2000-2015)**

Year	Population	Median Age	Age 19 or Less	Age 65 or More
<b>2015</b> <i>(estimated)</i>	15,400	42.4	30.9%	11.0%
<b>2000</b>	14,211	39.3	31.2%	7.6%

SOURCE: U.S. Census Bureau, Texas State Data Center, Houston-Galveston Area Council.

- (b) This Plan recognizes that, as a largely built-out community, West University Place will not show any significant gains in population or housing units in the years ahead. In fact, there could be fewer single-family homes in the future if more buyers choose to purchase and consolidate adjacent lots for additional space and yard area. Census 2010 reported 5,548 housing units in the city, and as of October 2016, the City showed approximately 5,500 active residential water accounts. As part of its regional growth forecast through 2040, the Houston-Galveston Area Council (H-GAC), the regional planning agency for the Houston metropolitan area, projects that West University Place will have 15,588 residents in 2020, relative to a 2015 estimate of 15,400 residents as indicated in the Existing City Report for this Plan. For the later decades, H-GAC projects that West University Place will just surpass the 16,000 mark in 2030 (16,012), as part of the ongoing growth trajectory of the entire Houston area, but will then fall back to nearly 15,000 by 2040 (15,034). If the housing quantity in the city varies little, as expected, then a key indicator to watch will be persons per household to account for the relatively minor fluctuations in total population. Related factors behind such variations can include ebbs and flows in the rate of family formation, family sizes, turnover in two-person senior households and one-person widower households over time, and the extent of young adults and/or seniors living for a time with other family.

**Article IV. - LAND USE**

**Section 4.01. - Single Family Residential.**

- (a) As the community's first generation single-family detached garage residences become a smaller share of the housing stock, the City should encourage the preservation, maintenance and, where possible, the enhancement of such homes through targeted ordinance provisions that provide reasonable relief from typical zoning standards without compromising protection of adjacent residential properties.
- (b) The City should continuously monitor the density, placement, quality and nature of any new residences, replacement residences and additions to insure consistency and compatibility to existing development. The City should preserve existing mature trees and pervious land surfaces on lots as prescribed by the City's development regulations.
- (c) Single-family residential districts must be protected from commercial and non-single family uses. Buffering, visual screening and noise control should be required between residential districts and both non single-family residential and commercial land use.
- (d) Ingress and egress to higher intensity land uses should be designed so that non-local traffic will be discouraged from passing directly through single-family residential districts.
- (e) No areas zoned and developed as single-family residential development should be rezoned for any other use or type of redevelopment.

**Section 4.02. - Non Single-Family Residential.**

- (a) Non single-family residential development, in the form of medium to higher density cluster development, may only be permitted on the periphery of the City or in areas properly zoned.
- (b) The general orientation of non single-family residential land use should recognize the sensitive relationship to its abutting residential district.
- (c) All uses adjacent to single-family residential districts must be properly buffered, screened and regulated as to parking, height, density and noise control.

#### Section 4.03. - Parks and Open Space.

The City parks and recreation areas generally contribute to the health, safety, property values and well-being of the residents. The City should continue to adhere to its then current Parks and Open Space Master Plan along with an ongoing maintenance plan that serves the needs of the residents. The City should evaluate future opportunities to acquire additional land within the city limits as it becomes available. Among the priority considerations for the Traffic portion of this Plan should be safety enhancements for children and adults who cross major streets to go to and from City parks.

#### Section 4.04. - Zoning Ordinance.

- (a) The City's zoning ordinance shall serve as the regulatory resource for the development of all land use and other general physical development considerations. By careful and consistent application of the zoning ordinance, the City shall seek to preserve and enhance property values while preserving the traditional single-family residential character of the community and quality of life for its residents.
- (b) The existing zoning ordinance should be periodically reviewed and amended as necessary.
- (c) Zoning ordinances shall be complementary to the building code standards.
- (d) Unless otherwise specified in the City Charter, the relationship between this Plan and the City's various development regulations, including the zoning ordinance, is defined by separate ordinance. See Section 1.01, above.

### Article V. - PERIPHERAL DEVELOPMENT

#### Section 5.01. - General.

- (a) The City should encourage the maintenance and upgrading of existing structures and ensure high quality, compatible development and redevelopment in peripheral areas of the City as elaborated in item (b), below. The periphery of the City not located on major thoroughfares (as well as Bissonnet Ave. within the City) is zoned for single-family use and should remain as such.
- (b) The peripheral area zoned for non single-family, commercial use should not be expanded. Commercial uses which are compatible with close proximity to single-family residential neighborhoods and are appropriately buffered, screened and regulated as to parking, height, density and noise control may be allowed. Signs and lighting should be restricted to prevent visual pollution. Zoning procedures, such as planned development districts, should be considered as a tool to encourage redevelopment. Factors relevant to a peripheral property should include: major thoroughfare traffic characteristics, historic use, adjacent residential properties, size, ingress and egress, the nature of the existing development on the major thoroughfare, and all other factors that might negatively impact single-family residential uses.
- (c) The City should consider ways to encourage and support the redevelopment of peripheral areas. It should also coordinate with the Cities of Houston and Southside Place regarding the major thoroughfares within those jurisdictions.

#### Section 5.02. - Signs.

- (a) The City's boundaries should continue to be clearly identified with distinctive street signs to visually distinguish the City of West University Place from the cities of Houston, Bellaire, and Southside Place.
- (b) All signs should be strictly regulated to prevent visual pollution.

## **Article VI. - TRAFFIC**

### **Section 6.01. - General.**

West University Place experiences local traffic, congestion and personal safety issues that stem, in part, from its position as an enclave City amid the increasingly populous and intensively developed central area of Houston. The City should continue to encourage the separation of pedestrian and vehicular traffic in the existing roadway system and safe walking and biking practices. Since new roadways are unlikely, the City should monitor, assess and make recommendations relating to traffic flow including pedestrian, bicycle and related safety issues, especially in Town Center around West University Elementary, as well as other key streets and intersections across the community.

### **Section 6.02. - Maintenance.**

Street and road maintenance and repair should have constant high priority. Repairs should be done efficiently, with a minimum of discomfort and inconvenience to residents, and coordinated with management of infrastructure projects.

## **Article VII. - PUBLIC UTILITIES & FACILITIES**

### **Section 7.01. - General.**

As an enclave City, West University Place has only partial control of its storm water management, which ultimately depends on the downstream capacity of drainage channels and receiving waters managed by other public agencies. Within the city limits, the City should closely monitor drainage matters to encourage the efficient evacuation of storm water so as not to affect neighboring lots. No new development should be allowed within the City unless the required public utilities needed to support such proposed development are in place. The City is encouraged to explore innovative ways to conceal, as in the case of personal wireless service facilities, satellite communication appliances, and solar arrays, and to have disused wires removed from utility poles and relocate utilities underground where feasible so as to minimize impact upon City streetscape and public ways. In all aspects of its capital projects and maintenance programs, the City should consider "green infrastructure" design methods and Low Impact Development practices where appropriate and cost effective.

### **Section 7.02. - Lighting.**

The City completed the Streetlight Project in 2009 which installed approximately 2,000 streetlights throughout the City with a focus on providing safer vehicular and pedestrian movement. Maintenance of this investment and possible enhancements to the lighting remains a focus going forward.

### **Section 7.03. - Sidewalks.**

The City completed the Sidewalk Master Plan which installed sidewalks throughout the community to create a more pedestrian-friendly environment. Maintenance of this investment remains the focus going forward.

### **Section 7.04. - Facilities**

The City should continue to utilize and maintain its municipal land and facilities in accordance with its then current Facilities Master Plan to ensure efficient operations and flexibility for future adjustments or expansion.

## **Article VIII. - TOWN CENTER**

### **Section 8.01. - General.**

Approximately a 25-acre area which includes West University Elementary, the City's administration building and related facilities, West University Baptist Church, Harris County Library Branch, West University Methodist Church and the retail area on Edloe constitute the Town Center. Most interaction between residents occurs in this area through municipal functions, educational activities, shopping, religious activities/programs and youth sports. Much of the small town atmosphere so prized by residents of the City derives from the interactions in the Town Center. The Town Center is a mixed use area, containing government, education, religious, recreation and retail uses. The Town Center and its existing uses should be preserved and enhanced, especially the valued green space and athletic fields around West University Elementary given their importance to community interaction and Town Center aesthetics. Expansion should be allowed only where appropriate so as to preserve a positive impact on the residential area, based upon an individual consideration of the particular expansion. As part of enhancing Town Center as a community focal point, opportunities for more public art installations within Town Center should be pursued as appropriate.

### **Section 8.02. - Town Center Commercial District.**

- (a) It is expected that businesses in the Town Center Commercial (TCC) zoning district will continue to provide services to the local market for the foreseeable future. Property owners will be able to continue operation under the Prior Nonconforming Use Exception, subject to compliance with all applicable requirements of the zoning ordinance, or may redevelop in accordance with the latest zoning regulations. The City should monitor land uses, business operations, and parking patterns in the TCC and periodically evaluate the positive and/or negative impacts of the TCC on residential property values in the City in order to determine whether further amendments to the zoning regulations applicable to the TCC are warranted.
- (b) The City should make usual and necessary capital improvements to support incremental or complete redevelopment in the TCC.

## **Article IX. - LOCAL PUBLIC INSTITUTIONS & PLACES OF WORSHIP**

### **Section 9.01. - General.**

Residents of the City support and enjoy many local public institutions and places of worship. Official City policies should recognize their value and benefits. Needed upgrades to aging buildings should be encouraged while avoiding residential encroachment and adverse effects on nearby homes.

### **Section 9.02. - West University Elementary.**

Due to its size and location in the Town Center, and its popularity with residents and as a draw for prospective residents, the City should encourage the enhancement of West University Elementary in both its physical facilities and quality of educational experience. The City should exercise all possible efforts to encourage H.I.S.D. to maximize resource allocation to West University Elementary.

## **Article X. - RECYCLING & ENERGY**

As a community that prides itself on aggressive recycling and energy conservation program efforts, the City should continue to encourage and facilitate the systematic collection of renewable materials. The City should establish policies to implement environmental measures.

# FUTURE AGENDA ITEMS

Shaded items are on immediate agenda

<b>05/22/17</b>	Appointment to the Friends Board	Matters related to adoption of a resolution appointing Kelly Beth Hapgood to Position 14 of the Friends of West University Parks Fund, Inc. <b><i>Ms. Susan White, Parks and Recreation Director</i></b>
<b>05/22/17</b>	Second Reading of Comprehensive Plan Ordinance	Matters related to the second reading of an ordinance amending the Comprehensive Plan of the City of West University Place. <i>Recommended Action: Approve ordinance on the second and final reading.</i> <b><i>Mr. Dave Beach, Public Works Director</i></b>
<b>06/01/17</b>	Special Meeting	Matters related to swearing in the newly elected City Council. <b><i>Judge Emmett</i></b>
<b>06/01/17</b>	Mayor Pro Tem	Matters related to the selection of a Mayor Pro Tem.
<b>06/12/17</b>	Quarterly Investment Report	Matters related to accepting the City's Quarterly Investment Report. <i>Discuss and take any desired action.</i> <b><i>Mr. Wally Waits, Treasurer</i></b>
<b>TBD</b>	CAFR	Matters related to acceptance of the Comprehensive Annual Financial Report. <i>Recommended Action: Accept Comprehensive Annual Financial Report.</i> <b><i>Ms. Marie Kalka, Finance Director</i></b>
<b>TBD</b>	Sister City Resolution	Matters related to a resolution authorizing a Sister City relationship with Sesak, Croatia. <i>Recommended Action: Discuss and take any desired action.</i>
<b>TBD</b>	Scout House Lease	Matters related to approving a lease between Houston Independent School District (HISD) and the City of West University Place (City) for the City's use of the Scout House. <i>Recommended Action: Authorize the City Manager to execute the lease agreement between the City and HISD for use of the Scout House.</i> <b><i>Ms. Susan White, Parks and Recreation Director</i></b>
<b>TBD</b>	Workshop on Real Estate	Matters related a discussion regarding the City's process to purchase West U properties. <i>Discuss and take any desired action.</i> <b><i>Councilmember Turner and Councilmember Reilly</i></b>
<b>TBD</b>	Friends 2017 Projects	Matters related to funding of the Friends of West University Place Parks 2017 projects. <b><i>Ms. Susan White, Parks and Recreation Director</i></b>
<b>TBD</b>	Jennie Elizabeth Hughes Park (Approval of Final design)	Matters related to approval of the final design and authorization to proceed with construction of the Jennie Elizabeth Hughes Park. <i>Recommended Action: Approve the final design and authorize proceeding with construction of the Jennie Elizabeth Hughes Park.</i> <b><i>Ms. Susan White, Parks and Recreation Director</i></b>
<b>TBD</b>	Pier and Beams	Matters related to the City's Code of Ordinances as it relates to Pier and Beams. <i>Recommended Action: Discuss and take any desired action.</i> <b><i>Mayor Sample</i></b>

<b>TBD</b>	WU Rec Center Campus Parking Lot	Matters related to the proposed expansion of the parking lot on the ELPH Pipeline Property / West Side of the campus. <i>Recommended Action: Discuss and take any desired action. Ms. Susan White, Parks and Recreation Director</i>
<b>TBD</b>	Texas Ethics Commission Opinion	Matters related to a Texas Ethics Commission opinion relating to the content of articles written in <i>City Currents</i> . <i>Recommended Action: Discuss and take any desired action. Councilmember Reilly</i>
<b>TBD</b>	Parking Survey	Matters related to a parking survey. <i>Recommended Action: Discuss and take and desired action. Mr. Dave Beach, Public Works Director</i>
<b>TBD</b>	Poor Farm Ditch	Matters related to Poor Farm Ditch. <i>Recommended Action: Discuss and take any desired action. Mayor Sample</i>
<b>TBD</b>	Buffalo Speedway	Matters related to Buffalo Speedway Replacement Project. <i>Mr. Chris Peifer, City Manager</i>

5/18/2017 1:41:26 PM



# The City of West University Place

*A Neighborhood City*

## CITY COUNCIL

Susan Sample, Mayor  
Bob Kelly, Mayor Pro Tem  
Burt Ballanfant, Councilmember  
Brennan Reilly, Councilmember  
Mardi Turner, Councilmember

## STAFF

M. Chris Peifer, City Manager  
Alan Petrov, City Attorney  
Thelma Gilliam, City Secretary

## **DRAFT** CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in regular session on **Monday, May 8, 2017**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:30 p.m.**

Agenda items are as follows:

**Call Meeting to Order.** Mayor Sample called the regular meeting to order at approximately 6:30 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, Parks and Recreation Director White, Recreation Manager Bakes, and Police Chief Walker.

Gary Mitchell with Kendig Keast Collaborative and Richard Wilson, Chair of the Zoning and Planning Commission, were also present.

Councilmember Ballanfant led the Pledge.

City Secretary Gilliam confirmed that the notice of the meeting was posted in accordance with law.

Agenda items were as follows:

### **1. Public Comments**

This was an opportunity for citizens to speak to Council relating to agenda and non-agenda items.

### **2. Harris County Flood Control District Presentation**

Matters related to a presentation, followed by questions and answers, by the Harris County Flood Control District (HCFCD) relating to the proposed rehabilitation of Poor Farm Ditch from University Boulevard south to Bellaire Boulevard. *Recommended Action: Hear presentation. Mr. Alan Black, Director of Engineering, HCFCD*

Mr. Black with the Harris County Flood Control District gave a presentation followed by questions and answers. No action taken.

### **3. Comprehensive Plan Ordinance**

Matters related to the first reading of an ordinance amending the Comprehensive Plan of the City of West University Place. *Recommended Action: Approve ordinance on the first of two readings. Mr. Dave Beach, Public Works Director*

Mayor Sample called for the continuation of the Joint Public Hearing with the Zoning and Planning Commission held on April 24, 2017 at 7:01 p.m.

Mayor Sample closed the Public Hearing at 7:20 p.m.

Mayor Pro Tem Kelly moved to approve the Comprehensive Plan ordinance on the first of two readings. Councilmember Turner seconded the motion.

Councilmember Reilly moved to add “detached” at the end of the title to Section 4.02. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

Councilmember Reilly moved to add the word “non” before the first word “single” in 4.02(c), to delete the word “and” before the word “density” and to put a comma there, and insert the words “and noise control” after the word “density” so that the wording is parallel to Section 4.01(c) and 5.01(b). In addition, he moved to add “detached” after the words “residential districts” in subsections c, b and a. Motion failed for lack of a second.

Councilmember Reilly moved to change Section 4.02(c) by striking “and” before the word “density,” replace that with a comma and after the word “density” insert the words “and noise control” so that townhomes have the same protections as both home on the periphery and/or regular single family residential. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

Councilmember Reilly moved to amend the title of Section 4.02 to delete the word “detached” at the end of the title (rescinding the first amendment to the ordinance). **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

Regarding the original motion, Mayor Pro Tem Kelly seconded the motion to approve. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

#### **4. Future Agenda Items**

Matters related to future agenda items. *Recommended Action: Discuss and take any desired action.*  
**City Council**

No items added.



**5. Consent Agenda**

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

**A. City Council Minutes**

Approve City Council Minutes of April 24, 2017. *Recommended Action: Approve Minutes.* **Ms. Thelma Gilliam, City Secretary**

Councilmember Ballanfant moved to approve the Consent Agenda as presented. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

**6. Council/Manager Reports**

**A.** Recognition of former Parks and Recreation Director: A report will be given on the Parks Board's response regarding recognition of former Parks and Recreation Director Tim O'Connor.

No action taken.

**7. Adjourn**

At 8:03 p.m., Mayor Pro Tem Kelly moved to adjourn the meeting. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

Prepared by: Thelma A. Gilliam, TRMC, City Secretary



# The City of West University Place

*A Neighborhood City*

## CITY COUNCIL

Susan Sample, Mayor  
Bob Kelly, Mayor Pro Tem  
Burt Ballanfant, Councilmember  
Brennan Reilly, Councilmember  
Mardi Turner, Councilmember

## STAFF

M. Chris Peifer, City Manager  
Alan Petrov, City Attorney  
Thelma Gilliam, City Secretary

**DRAFT**

## CITY COUNCIL ACTION MINUTES

## MINISTROS DEL ACUERDO DE LA CIUDAD

The City Council of the City of West University Place, Texas, met in special session on **Monday, May 16, 2017**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:00 p.m.**

El Ayuntamiento de la Ciudad de West University Place, Texas, se reunió en sesión especial el lunes, 16 de mayo de 2017, en el Edificio Municipal, Universidad 3800, West University Place, Texas a partir de las 6:00 p.m.

Agenda items are as follows:

**Call Meeting to Order.** Mayor Sample called the regular meeting to order at approximately 6:30 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Kelly, and Councilmember Ballanfant, City Manager Peifer, City Secretary Gilliam, Assistant City Attorney Kendrick.

Mayor Pro Tem Kelly led the Pledge.

City Secretary Gilliam confirmed that the notice of the meeting was posted in accordance with law.

Agenda items were as follows:

### 1. **Ordinance Canvassing Returns of 2017 General Election**

Matters related to the consideration and adoption of an ordinance canvassing the returns and declaring the results of the General Election held on May 6, 2017; containing findings and provisions related to the subject; and declaring an emergency. *Recommended Action: Adopt ordinance on the first and final reading.* **Ms. Thelma Gilliam, City Secretary**

Mayor Pro Tem Kelly moved to approve the ordinance on first and final reading. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

**Declaración de la Ordenanza de las Elecciones Generales de 2017**

Asuntos relacionados con la consideración y adopción de una ordenanza que analiza los rendimientos y declarando los resultados de la Elección General celebrada el 6 de mayo de 2017; Que contiene conclusiones y disposiciones relacionadas con el tema; Y declarando una emergencia. *Acción recomendada: Adoptar ordenanza en la primera y última lectura.* **Sra. Thelma Gilliam, Secretaria de la Ciudad**

El alcalde Pro Tem Kelly propuso aprobar la ordenanza en la primera y última lectura. El concejal Ballanfant secundó la moción. **MOVIMIENTO PASADO.**

**Ayes:** Sample, Kelly, Ballanfant  
**Noes:** None  
**Absent:** Reilly, Turner

**2. Adjourn**

At 6:05 p.m., Mayor Pro Tem Kelly moved to adjourn the meeting. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant  
**Noes:** None  
**Absent:** Reilly, Turner

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

**AGENDA MEMO**  
**BUSINESS OF THE CITY COUNCIL**  
**CITY OF WEST UNIVERSITY PLACE, TEXAS**

<b>AGENDA OF:</b>	May 22, 2017	<b>AGENDA ITEM:</b>	4B
<b>DATE SUBMITTED:</b>	May 18, 2017	<b>DEPARTMENT:</b>	Parks and Recreation
<b>PREPARED BY:</b>	Thelma Gilliam City Secretary	<b>PRESENTER:</b>	Thelma Gilliam City Secretary
<b>SUBJECT:</b>	Resolution Appointing Kelly Beth Hapgood to Friends of West University Parks Fund, Inc.		
<b>ATTACHMENTS:</b>	1. Application for Kelly Beth Hapgood 2. Resolution		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

The Friends of West University Parks Fund, Inc. (Friends) is requesting approval of a resolution appointing Kelly Beth Hapgood to a position on its Board of Directors (Board). Ms. Hapgood has served on committees for the Park Lover's Ball and will be an asset to the Board.

**RECOMMENDATION**

Staff recommends Council approve the resolution appointing Kelly Beth Hapgood to Position 14 of the Friends Board of Directors for a term ending August 31, 2019.

# CITY OF WEST UNIVERSITY PLACE

## Board and Committee Membership Application

Name: Kelly Beth Hapgood Cell Office Phone: [REDACTED]

Home Address: 3120 Lafayette St. Home Phone: n/a

Email Address: [REDACTED]

Employed By/Retired From: attorney-taking time off from practicing but  
(Please Circle One) worked @ McGuire Woods from 2013-2016 & then in NC for two yr.

Spouses Name: Charlie Hapgood Cell Office Phone: [REDACTED]

Employed By/Retired From: Wells Fargo Bank N.A.  
(Please Circle One)

Education: JD: Wake Forest Univ. School of Law MA: Wake Forest Univ. Graduate School

BA: Meredith College of Arts + Sciences  
Background, Experience, Special Talents, etc. practiced law for five years and currently

home with two kids; moved to Houston from Charlotte, NC in 2013

(most recent) Previous Board or Committee Experience: St. Luke's UMC Children's Council & Nursery Liaison; revisio

St. Luke's Day School Book Fair Underwriting Chair; 2017 Park Lover's Ball Auction Committee  
& slideshow and various community projects in prior years

Specific Board or Committee Applied for: Friends

If no Specific Board or Committee, Area of Interest: —

Why are you interested in this board, committee or area of service? I'd love the opportunity  
to serve my neighborhood and use my professional strengths (networking,  
writing, analyzing, public speaking, etc.) to help improve our parks & community.

Limitations on Availability: I have childcare and am happy to prioritize  
my work with Friends.

References (optional): Sami Morrison; Anne Freeman

Return completed applications to City Secretary Thelma Lenz by mail at 3800 University  
Boulevard, Houston, Texas 77005; by fax at 713.662.5305; or by email to [tlenz@westu.org](mailto:tlenz@westu.org).

### FOR CITY USE ONLY:

Date Interviewed: \_\_\_\_\_

Qualified for (1): \_\_\_\_\_

Qualified for (2): \_\_\_\_\_

City of West University Place  
Harris County, Texas

**RESOLUTION NUMBER XXXX-XX**

A RESOLUTION APPOINTING KELLY BETH HAPGOOD TO THE BOARD OF THE FRIENDS OF WEST UNIVERSITY PARKS FUND, A NON-PROFIT CORPORATION

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE:**

Section 1. That the following person is appointed to serve as a member on the Board of the Friends of West University Parks Fund, a non-profit corporation, for the specific term of the specific position indicated below:

<u>APPOINTEE/REAPPOINTEE</u>	<u>EFFECTIVE DATE</u>	<u>POSITION</u>	<u>TERM ENDING</u>
Kelly Beth Hapgood	May 22, 2017	Position 14	August 31, 2019

Section 2. All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflicts only.

Section 3. If any word, phrase, clause, sentence, paragraph, section or other part of this resolution or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this resolution and the application of such word, phrase, clause, sentence, paragraph, section or other part of this resolution to any other persons or circumstances shall not be affected thereby.

Section 4. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

**PASSED AND APPROVED** this 22<sup>nd</sup> day of May, 2017.

ATTEST:

SIGNED:

\_\_\_\_\_  
Thelma A. Gilliam, City Secretary

\_\_\_\_\_  
Susan Sample, Mayor

(SEAL)

RECOMMENDED BY:

APPROVED AS TO FORM:

\_\_\_\_\_  
M. Chris Peifer, City Manager

\_\_\_\_\_  
Alan Petrov, City Attorney